

Program B: Management and Finance

Program Authorization: R.S. 36:501

Program Description

The mission of the Office of Management and Finance is to define, procure, and allocate resources necessary to support the activities of the Department of Transportation and Development. This program is the service center that provides financial information, budget preparation and monitoring, data processing, purchasing, personnel services, equal opportunity services, and equipment management to the department to maintain and enhance the overall operations. The program's long range goal is to provide department-wide coordination, communication, personnel and basic resources to accomplish the department's mission. This program has only one activity, Office of Management and Finance.

RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 2001-2002	ACT 13 2002-2003	EXISTING 2002-2003	CONTINUATION 2003-2004	RECOMMENDED 2003-2004	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$0	\$0	\$0	\$800,000	\$0	\$0
STATE GENERAL FUND BY:						
Interagency Transfers	654,763	522,001	522,001	460,996	447,208	(74,793)
Fees & Self-gen. Revenues	2,770	205,085	205,085	155,000	202,643	(2,442)
Statutory Dedications	21,451,559	22,799,514	23,436,959	23,310,866	24,320,658	883,699
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0
TOTAL MEANS OF FINANCING	\$22,109,092	\$23,526,600	\$24,164,045	\$24,726,862	\$24,970,509	\$806,464
EXPENDITURES & REQUEST:						
Salaries	\$10,199,840	\$10,037,901	\$10,037,901	\$10,334,411	\$11,555,534	\$1,517,633
Other Compensation	17,015	22,000	22,000	22,000	22,000	0
Related Benefits	2,817,598	3,399,494	3,399,494	3,601,912	3,571,377	171,883
Total Operating Expenses	7,749,085	7,896,169	7,584,008	7,731,209	7,065,961	(518,047)
Professional Services	306,419	873,711	1,094,317	587,996	573,711	(520,606)
Total Other Charges	809,003	877,232	1,606,232	2,055,321	2,081,926	475,694
Total Acq. & Major Repairs	210,132	420,093	420,093	394,013	100,000	(320,093)
TOTAL EXPENDITURES AND REQUEST	\$22,109,092	\$23,526,600	\$24,164,045	\$24,726,862	\$24,970,509	\$806,464
AUTHORIZED FULL-TIME EQUIVALENTS: Classified	265	262	262	261	260	(2)
Unclassified	1	1	1	1	1	0
TOTAL	266	263	263	262	261	(2)

SOURCE OF FUNDING

This program is funded with Statutory Dedications from the Transportation Trust Fund-Regular and Transportation Trust Fund-Federal. Statutory Dedications are funded by taxes collected on the sale of motor fuels and vehicle licenses. (Per R.S. 39:32B. (8), see table below for a listing of expenditures out of each statutory dedication fund.

	ACTUAL	ACT 13	EXISTING	CONTINUATION	RECOMMENDED	RECOMMENDED
	2001-2002	2002-2003	2002-2003	2003-2004	2003-2004	OVER/(UNDER)
						EXISTING
Transportation Trust Fund - Regular	\$20,530,306	\$21,870,762	\$22,472,927	\$22,382,114	\$23,330,356	\$857,429
Transportation Trust Fund - Federal Receipts	\$921,253	\$928,752	\$964,032	\$928,752	\$990,302	\$26,270

MAJOR FINANCIAL CHANGES

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$0	\$23,526,600	263	ACT 13 FISCAL YEAR 2002-2003
			BA-7 TRANSACTIONS:
\$0	\$679,287	0	Carryforwards for contractual agreements for legal services relative to general law, environmental law, collection on hazardous waste clean-up sites, civil suits and construction accounting
\$0	(\$41,842)	0	Technical BA-7 to reduce retained funds in the Office of Management and Finance
\$0	(\$38,651)	(2)	Act 844 position reduction
\$0	\$24,125,394	261	EXISTING OPERATING BUDGET - December 2, 2002
\$0	\$189,789	0	Annualization of FY 2002-2003 Classified State Employees Merit Increase
\$0	\$189,789	0	Classified State Employees Merit Increases for FY 2003-2004
\$0	\$30,753	0	Risk Management Adjustment
\$0	\$394,013	0	Acquisitions & Major Repairs
\$0	(\$420,093)	0	Non-Recurring Acquisitions & Major Repairs
\$0	(\$637,445)	0	Non-Recurring Carry Forwards
\$0	(\$41,071)	0	Legislative Auditor Fees
\$0	\$876,533	0	Salary Base Adjustment
\$0	(\$265,917)	0	Attrition Adjustment
\$0	(\$461,336)	0	Salary Funding from Other Line Items
\$0	\$46,228	0	Group Insurance Adjustment
\$0	(\$1,652)	0	Civil Service Fees
\$0	\$67,158	0	Other Adjustments - DOTD infrastructure Upgrade
\$0	(\$12,500)	0	Other Adjustments - Reduction in Interagency transfer agreement between DOTD and the Secretary of State for microfilm services
\$0	(\$300,000)	0	Other Adjustments - Reduction in other charges for completed projects - DOTD's Security Policy and Network Audit and Intrusion Detection
\$0	\$2,607	0	Other Adjustments - Implementation of Technician and A skilled Trades Schedule andd Grid
\$0	\$295,477	0	Other Adjustments - Funding for unclassified pay, termination pay and overtime pay
	(\$7,030)	0	Other Adjustments - Reduction in funding for Capitol Security
\$0	\$99,648	0	Other Adjustments - This increase in funding is due to increasing this programs expenditures to reflect historical spending patterns of this program
\$0	\$164	0	Other Adjustments - Funding for CPTP Fee Projections

MAJOR FINANCIAL CHANGES

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$0	\$800,000	0	Other Adjustments - Funding for DOTD's Data Warehouse will provide an easier, intuitive method to correlate and interface into performing data analysis and information retrieval.
\$0	\$24,970,509	261	TOTAL RECOMMENDED
\$0	\$0	0	LESS GOVERNOR'S SUPPLEMENTARY RECOMMENDATIONS
\$0	\$24,970,509	261	BASE EXECUTIVE BUDGET FISCAL YEAR 2003-2004
			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE:
\$0	\$0	0	None
\$0	\$0	0	TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE
\$0	\$24,970,509	261	GRAND TOTAL RECOMMENDED

PROFESSIONAL SERVICES

\$220,000	To provide professional legal services involving general law, expropriation, environmental law, construction, contract and property matters
\$353,711	To provide professional legal services involving Human Resources, Compliance Programs, and the Secretary's Office of DOTD. Work involves civil service, equal employment discrimination cases & other personnel matters.
\$573,711	TOTAL PROFESSIONAL SERVICES

OTHER CHARGES

\$40,000 Accounting Recording Fees
\$10,000 Legal Recording Fees

\$50,000 SUB-TOTAL OTHER CHARGES

Interagency Transfers:

\$47,308 Cost of operations of Civil Service and Comprehensive Public Training Program (CPTP)
\$34,376 Central Depository Charge
\$12,500 Reduction in agreement between DOTD and the Secretary of State for microfilm services.
\$35,646 Office of Information Services
\$129,501 Office of Risk Management Payments
\$429,000 Office of Telecommunications Payments
\$218,036 Capitol Security Fees
\$325,559 Legislative Auditor fees
\$800,000 Funding for DOTD's Data Warehouse will provide an easier, intuitive method to correlate and interface into performing data analysis and information retrieval.

\$2,031,926 SUB-TOTAL INTERAGENCY TRANSFERS

\$2,081,926 TOTAL OTHER CHARGES

ACQUISITIONS AND MAJOR REPAIRS

\$100,000	Perba fax gateway, Cisco 4500 router, IBM Pentium desktop PC's, LCD Projector, Time Solutions Photo ID System with software, laser printer, IBM Thinkpad A22M, office furniture
\$100,000	TOTAL ACQUISITIONS AND MAJOR REPAIRS